

Carthage College Student Travel Policy

The purpose of this policy is to provide clear guidance to students, faculty, and staff when planning travel for a student organization or club sport team.

Definitions of Travel

Student - The term “student” means all persons who are registered for classes or otherwise entered into any other contractual relationship with Carthage College to take instruction. This includes, but is not limited to all individuals (e.g., undergraduate and graduate) taking classes in person or through distance learning whether on a part-time or full-time basis.

Recognized Student Organization - The term “recognized student organization” means any student organization whose registration has been approved by the Student Involvement Office.

Organized Event - The term “organized event” means an activity initiated or arranged by a Carthage College employee or recognized student organization and is approved by an appropriate administrator (Ex: Divisional Vice President, Director of Athletics, Student Involvement Office).

Sponsored Event - The term “sponsored event” means an activity endorsed by Carthage College through financial support or by sending student to participate as official representatives of the College.

Note: This policy is not intended to cover study tour experiences. Additional policies and procedures apply for study away. Please see:

Process for Travel Approval

For any travel involving students, there is a required approval process. The location for initiating the approval process is depending on the source of the origination for the travel (Ex: student organization, department lead, athletics, study abroad, etc.).

- Student organizations must register their planned travel by submitting an event request form through their organization’s page on [The Harbor](#).
- Travel with students hosted by a campus department must be approved by the departmental dean.
- Study abroad and study away trips must be coordinated with and approved by the Carthage College Director of Education Abroad.

Regardless of the process you follow, you find some items in common required. See a list below in order to prepare your information:

- List of individuals traveling with ID#'s, contact information, emergency contact information, and date of birth
- Chaperone name, title/role at Carthage, ID#, contact information and date of birth
- Travel plan (reason for travel, destination, dates, planned mode of transportation, accommodations, etc.) and detailed itinerary
- Proposed budget for travel and funding sources
- Upon approval anticipate the need to complete liability waivers and health forms with all involved in the travel.

Chaperone Policy

For student organizations, organized travel, athletics and international travel, a college representative serving as a chaperone is required regardless of the number of students on the trip. The number of college representatives/chaperones on a trip involving multiple students is dependent on the nature, destination, and duration of the trip.

Exceptions:

- local travel within 50 miles with no overnight stay

If a travel group of students exceeds 12 students, they may be required to have more than one chaperone depending on the nature, destination and duration of the trip. A college representative must be a full-time employee, an approved coach/instructor or an approved Faculty/Staff member of Carthage College. The Student Involvement Office, Area Divisional Vice President or Athletics in consultation with the Carthage College Risk Manager will make the decision on the necessity of a representative's presence on a trip.

Employees that chaperone college sponsored travel does not require the use of any paid time off. Student organization funds must cover the travel expenses of the assigned chaperone(s).

Trip Leader Role and Responsibilities

The student organization must have a designated Student Trip Leader who is responsible for all facets of trip planning for each travel program. Leaders must immediately inform both their advisor of any changes in itinerary or contact information as well as any concerns or challenges that develop before and during the trip that could affect the safety or well-being of the participating students and/or the overall integrity and productivity of the program.

The college regards the trip leader as the primary contact for the group. This individual must be accessible by cell phone during the travel program and must take a copy of the travel itinerary with them on the trip.

Student organizations should plan all travel in collaboration with their organization advisor and potential chaperone(s).

Trip Participant Expectations

While traveling as part of a college sponsored or college organized event, students are expected to comply with the [Carthage College community code](#). Any incidents that could involve an alleged violation of the community code should be reported by trip leaders and chaperones to the Office of Public Safety by e-mailing publicsafety@carthage.edu or calling 262-551-5911.

When traveling internationally, there are some legal requirements of those given countries that may differ from our [community code](#). In such situations, trip leaders and chaperones will need to seek advanced approval for participants to follow the legal requirements of the destination country (ex: legal drinking age for alcohol, legal drugs). The purchase of alcoholic beverages made while traveling on a Carthage College sponsored trip are non reimbursable expenses and must be covered by the individual's personal funds.

In case of unique travel circumstances or an emergency that impacts accommodations, trip leaders and chaperones may operate outside of the [Carthage College cohabitation policy](#).

Inclement Weather Policy

In the event that student drivers encounter inclement weather and adverse driving conditions, for the safety of all students on the travel program, they are encouraged to get hotel room(s) as needed for the number of students until the conditions improve. We urge you to discuss this policy with your Advisor prior to your trip when planning to travel in the winter months.

If inclement weather is imminent prior to a student organization trip or travel program, the Student Involvement Office reserves the right to highly encourage cancellation and/or cancel/postpone the trip or travel program.

Modes of Transportation

For trips over 250 miles, the use of a chartered bus or air travel is encouraged since driving over that distance requires multiple certified drivers and required stop/rest periods according to our insurance provider.

Traveling in excess of 250 miles (one way) requires a change of drivers at the 250 mile mark and an overnight stay.

Rental Vehicles

- Wherever possible students should use a rental vehicle for all official student organization travel.
- Drivers must be 21 years of age; be a [certified driver through Carthage](#) and have a valid driver's license. Proof of documentation must be received by the student organization advisor.

- Organizations' must purchase the liability insurance offered through the rental company.
- Rental vehicles for travel will be arranged by the organization and must be from a Carthage College approved vendor.
- The driver to whom the vehicle(s) has been released is fully responsible for the security and operation of the vehicle and property stored and/or transported in the vehicle.
- Carthage rental arrangements are for the sole use of college sponsored activities and should not be used or shared with others for non Carthage business.
- All moving violations will be the responsibility of the driver to whom the vehicle has been assigned. Moving violations must immediately be reported to the Finance and Administrative Services Office via phone or e-mail within 24 hours.
- The vehicle(s) must be filled with gas upon return to the Rental Agency. Failure to fill Rental Agency Vehicles will result in a surcharge at the discretion of the Rental Agency.
- The inside of the vehicle must be clean upon return. Failure to do this may result in additional monetary charges.

Chartered Bus

- Buses are to be used for participants and advisors of the organization only.
- The Trip Leader must develop a written announcement to distribute to all travel program participants prior to the trip. The written announcement should include:
 - General welcome greeting
 - Bus company name and number
 - Departure time after the program ends and the policy for waiting for trip participants
 - Instructions that in case of a problem during the trip, the trip participant should contact the Trip Leader at (applicable cell phone number).
 - Reminder: All students are responsible for their guests during the trip.

Public Transportation (Train or Bus)

- If you are planning travel by train or bus, research the carrier's reputation and consult with your Advisor and Faculty/Staff Mentors if any previous questionable conduct is uncovered. In general, it is better to postpone an excursion than to travel with a questionable driver or under questionable conditions.
- Student organizations may purchase public transportation service tickets (bus, train, trolley, etc.) for travel and ground transportation. You will need a copy of the receipt in order to be reimbursed.
- Travel involving airline or train reservations must be coordinated with your Advisor at least five weeks in advance.

Air Transportation

- Reservations must be on a commercial airline
- Travel by commercial air travel shall be limited to Economy Class (also known as basic or coach class) and at the lowest overall price (including seat selection unless a student has a valid medical reason that requires a special seat assignment). Consideration should be given to fees associated with overhead storage or baggage fees.
- Students should book the lowest logical airfare as far in advance as possible.
- Individuals should not select an airline based on their personal frequent flyer

- program.(without regard to an individual's frequent flyer program).
- Premium fees such as baggage fees, excess weight fee, premium seating, precheck or pre-assigned seat assignment fees, extra leg room / exit row fees, in-flight entertainment, travel class upgrade fees, airline clubs and lounges, etc., are not reimbursable expenses.
 - Flight insurance coverage for students is not an allowed expense, except for international travel.
 - Carthage College will not reimburse students for tickets purchased with frequent flyer miles even if those tickets are purchased for valid reasons. Individuals can use their "personal miles" or personally buy upgrades or seat assignments at their discretion; however, these are not reimbursable by the College.
 - Carthage College is not responsible for lost baggage or any fees associated with lost baggage.
 - Arrangements for transportation to and from airports will be the responsibility of the student organization members.
 - Travel involving airline or train reservations must be coordinated with your Advisor at least five weeks in advance.

Personal Vehicles

- **Carthage College discourages the use of personal vehicles.** If the student organization does decide to use personal vehicles, the registered owner of the personal vehicle used for club travel must complete and submit a driver informed consent waiver and a valid driver's license and proof of insurance in addition to the necessary travel itinerary and waivers to the Office of Student Involvement at least 48 hours prior departure.
- Carthage College and the Division of Student Affairs does not provide insurance for the vehicle, its driver, or occupants and are not liable for personal injury or property damage, including damage to the vehicle, incurred in accidents during student organization travel.
- Both the vehicle owner and the driver should understand that they might expose themselves to personal liability in the event of an accident.
<https://www.carthage.edu/about/offices-services/facilities-management/fleet-vehicles/authorized-driver-program-qualifications-standards/>
- The college cannot assume responsibility for the driver or the safety of the vehicle being used. It is highly "recommended" that all drivers have two years of driving experience and have taken the defensive driving course offered by the National Safety Council.

Accommodations/Lodging

Trip participants are strongly encouraged to use standard accommodations at reasonably priced mid-market hotels or motels. Requests should be made for educational discounts or business traveler's rates.

Original itemized hotel receipts are required for reimbursement. The College does not approve accommodations at up market or luxury hotels (Ritz, Four Seasons, etc.).

Trip participants should maximize the capacity of lodging spaces for students in accordance with the [Carthage College Cohabitation Policy](#). Chaperones should not share a room with a student(s).

Chaperones who are of the same gender may be asked to share a room, provided a separate bed/cot is available for each individual in the room.

In addition to hotel/motels, trip participants may use short term housing rental services such as Airbnb/VRBO, etc., but a detailed receipt is still required for reimbursement, so trip leaders are encouraged to check that such receipts are available before booking through these services. The email received at the time of booking which confirms nightly booking rate, any cleaning fees, and the service charge can be used as the receipt documentation. It is important to note that Carthage College must not be the contracting party for any agreements (electronic or otherwise) with services such as Airbnb/VRBO; instead, the agreement must be between the service and the individual since it is the individual choosing this method of service, and the individual is responsible for any and all liability associated with the use of such services.

In case of unique travel circumstances or an emergency that impacts accommodations, trip leaders and chaperones may operate outside of the [Carthage College Cohabitation Policy](#).

Risk Management and Emergency Reporting

Always seek emergency assistance (e.g., calling 911) first, if applicable. If an incident (e.g., accident/injury/illness or participant misconduct, including sexual assault/harassment/stalking/intimate partner violence), takes place during travel, the incident must be promptly reported to the College. Notify the Carthage College Department of Public Safety at (262) 551- 5911 any time day or night to be connected with the appropriate College official(s).

Some situations may necessitate that the designated trip leader/chaperone remain onsite if a student experiences a critical incident that restricts travel (e.g., a medical emergency). Such determination will be made in consultation with appropriate College officials after the incident has been reported.